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Report for Week Ending 21 August 1957
from
RECORDS DISPOSITION BRANCH

Assignments:

Project 8-8 - Office of National Estimates [redacted]

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The records control schedule is ready for coordination with the Area Records Officer and the components of ONE. I have discussed with the ARO the possibility of substituting 5 drawer cabinets for the 12 safes ONE has in a vault area. [redacted] feels that these safes could be replaced by cabinets but she wishes to reserve final decision until she has physically seen the new cabinets. Her concern is the height of each drawer and whether the top drawer can easily be reached by her clerks.

An additional two boxes of top secret records were transferred to the Records Center from the Planning Staff. These records constitute the NSCID and DCID series which are being retired as ONE records.

Project 8-9 - General Counsel [redacted]

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[redacted] is continuing to survey the covert records. Project is 30% complete.

Project 6-40 - Office of Central Reference [redacted]

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No change from previous report. Project is 99% complete.

Project 6-95 - Office of Personnel [redacted]

25X1

No change from previous report. Project is 40% complete.

News

Office of Scientific Intelligence has forwarded their revised Records Control Schedule together with their annual report to this staff for review and approval. At our suggestion and with some assistance they have developed a general type control schedule which is quite different from the organizational type schedule now standardized throughout the Agency. They were encouraged to adopt the general schedule ~~now~~ on a trial basis and if proven effective in OSI other offices will be studied to determine suitability for similar type schedules. The principal advantage of the general schedule over the organizational schedule is flexibility in that internal reorganization of an office will not require changes to the schedule. Another advantage which will primarily benefit the Records Center is that the same item numbers will be used year after year for the same series of records.

Met with the ARO DD/S to discuss advisability of changing their present logging system.

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from
FORMS MANAGEMENT BRANCH

1. Contributions:

a. Tangible

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- (1) Completed 34 action requiring the printing of 2,391,564 copies or sets of blank forms. This represents an increase of 11 actions with an increase of 2,266,439 copies compared to last week.
- (2) Three new and 5 revised forms were approved.
- (3) The first of a series of articles on Records Management Program functions, "Forms Management" was published in the Support Bulletin () appearing on pages 5 and 6.
- (4) Secured the release for procurement of Form 180, "Biographic Data" from the OL Budget officer. It had been held up by a shortage of funds.

b. Intangible

- (1) Tested and rejected as unsatisfactory material samples submitted by the low bidder on Forms 12c, 12d and 1a.

2. Assignment:

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- (1) Forms Management Study - Printing Services Division. () 25X1
() Commenced first phase-inventory of bootleg and other forms used by PSD Plant #2, 1016 K.
- (2) Forms Quantity Survey (Burk)
Review of background data for the past fiscal year commenced. Data is being assembled concerning the quantity of forms procured (and presumably used) annually to help pinpoint the magnitude of the "records creation problem".
- (3) Three Employee Suggestion.
- (4) Nine new and 9 revised forms

3. News:

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- (1) Prepared and submitted data for budget presentation.
- (2) Developed as of 16 Aug. 57 a Forms Management Branch Master Plan.
- (3) () returned from 2 weeks leave.

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Weekly Report for 21 August 1957

Projects Active

1. Installation of Subject-Numeric Filing System in Office of Chief, Benefits and Casualty Division, OP. 75% completed. Project 8-10.
 - a. New subject files prepared 20 August.
 - b. All 1957 material filed under new system.
 - c. Preparation of Filing Index completed 21 Aug. 1957
 - d. Material from 1956 and before being prepared for retirement - 1 cu. ft. to be sent 21 August 1957.
2. Installation of Subject-Numeric File in DD/PERS/Plans and Development
[redacted] (10% complete.)
 - a. Began installation of system 16 Aug.
 - b. Screening and analysis of chrono. file material started.
 - c. Installed about 30 folders for subject files material in DD/PERS/PD

NEWS

1. Training
Visited Records Center, [redacted] 15 Aug. and worked with Accessioning Unit and Disposition Unit Chiefs on material retired from OP/CAB as result of Subject-Numeric Files installation there. (Project 8-3).

On-the-job training 8 hours.

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1. Finance Division, Office of the Comptroller

Made presentation of floor plan and furniture and equipment recommendations to Chief, Finance Division, Office of the Comptroller. Presentation was for the Registry which employees 6 personnel who service in excess of 1000 cubic feet of records in addition to other activities. Chief, Finance Division accepted recommendations.

2. Good News BR Shelf File Project

The open shelf filing equipment was delivered to the BR. Installation and erection commenced 21 Aug. This phase will require about 3 days. Components to be delivered

- a. Work Stations
- b. File carts
- c. Charge out folders
- d. Shelf Guides

3. Recommended a 50 divider sorter and a file cart to the Office of Personnel File Room. A sorter was in stock. that will assist OP. I have requested a brochure to assist OP in ordering a file cart.

4. Reviewed 4 requisitions for 5 units of equipment with

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Weekly Activity Report for 21 August 1957

Personnel-Type Vital Materials Study

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1. Reviewed deposits for the Office of the General Counsel and Medical Staff to determine the relationship of their current schedule to the Study.

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2. Discussed the latest thinking with the Area Records Officer, office of Training in connection with VM Deposits at both [redacted]

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[redacted] Due to vacation schedules in the Office of Training it will not be possible to discuss the subject further with the Deputy Chief, OTR and the Area Records Officer until early Sept.

3. The Records Mgt. Officer in the Office of Personnel has been informally reviewing VM deposits with the respective divisions of that office for the purpose of streamlining categories of deposits. In addition, he has prepared a formal Memo from the Director of Personnel to the Division Chiefs outlining the project. Since the memo has not as yet been signed by the Director of Personnel, the Records Management Officer requested we postpone discussions concerning the revised deposit schedule for another week.

4. Developing charts and additional narrative data to support the study.

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[REDACTED]

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Completed installation of agency filing system in OSI/FSD/Geophysics Branch. As this was the first installation at a branch level in OSI, many amendments had to be made to the present filing manual. [REDACTED] Chief GP Branch seemed satisfied with the system we installed. We will follow-up periodically to determine the effectiveness of this installation.

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Microfilming of Vital Materials in ORR/Geography Division continues. This project is approximately 70% complete.

Three members from DD/P/FI/RI accompanied our trip to the repository to deposit materials and to work on previous deposits. In addition, five members of DD/P/FE visited the repository.

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